



The California Department of Fish & Game invites you to take the Open-Nonpromotional Examination for Environmental Program Manager I (Supervisory)



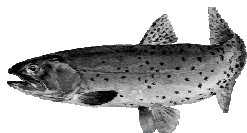
FINAL FILING DATE: May 27, 2010
(Application must be postmarked by this date)

This bulletin cancels and supersedes the previous bulletin with a final filing date of March 17, 2010. If you applied for the previously advertised examination with the final filing date of March 17, 2010, you do not have to submit a new State application (Form 678).

Why not work to benefit California's environment?

Want to work with dedicated people who value and enjoy their work?

Our employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.



About the State Examination & Hiring Process:

The first step in the State hiring process requires you to take a competitive examination for each separate permanent job classification. Examinations may be written, interview, or performance-based and are designed to test the knowledge and abilities required for the classification. After you take and pass a State examination, you are ranked and placed on an employment list for that classification. Once you are placed on the employment list, you can apply for job openings in that classification. For more information on the State examination and hiring process, visit our website at <http://www.dfg.ca.gov/jobs>.

Position Information

Position Description:	The Environmental Program Manager I (Supervisory) directs and has charge of environmental programs or components of major sensitivity and complexity; carries authority and accountability for timely completion of program objectives and for submittal of satisfactory products; is responsible for operational planning and assigning of projects, budgeting for time and funds, reviewing and evaluating achievements, and preparing administrative reports; coordinates program activities with technical and administrative support sections and their activities; assists in formulating and administering policies; maintains liaison with other governmental agencies and the private sector; in addition to other related work. Incumbents may supervise a group of Staff Environmental Scientists and other professionals working on major environmental management, regulation, compliance, or research projects.
Salary Range:	\$6,275 - \$7,575

How to Apply for this Examination

Where to Apply Online:

You may apply online at <http://jobs.ca.gov/OEC/apply/index.aspx>

Applications must be submitted by 11:59 pm on the final filing date; those submitted after such date and time will not be accepted.

Where to Mail:	<p>The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:</p> <p>Department of Fish and Game Attention: Exam Unit 1416 Ninth Street, Room 1217b Sacramento, CA 95814</p>
How to Get an Application:	<p>Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at http://jobs.ca.gov/OEC/jobs/stateapp.aspx.</p>
Accommodations for Persons with Disabilities:	<p>If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." The Exam Unit will contact you to make specific arrangements.</p>

Requirements for Admittance to the Examination

Minimum Qualifications for Admittance: *Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.*

EDUCATION: Possession of a bachelor's or advanced degree with a major in a biological, chemical, physical, or environmental science, or a closely related scientific discipline. (Admission to a masters or doctoral degree program in a biological, chemical, physical, or environmental science, or a closely related scientific discipline shall be considered to meet these education qualifications.) **AND**

EITHER I

Two years of experience in the California State Service performing the duties of a Staff or Senior Environmental Scientist.

OR II

Five years of broad, extensive, and increasingly responsible experience as a scientist in environmental analysis, management, research, planning, regulation, or investigation, at least two years of which must have been in either:

1. an administrative or supervisory position in full charge of a staff responsible for the development or implementation of environmental policies, programs, plans, or research projects;
2. or conducting a major environmental monitoring and surveillance or environmental management program;
3. or in the direction of the work of a large multidisciplinary environmental investigatory or regulatory staff at a level equivalent to a Staff or Senior Environmental Scientist in the California State service.

Possession of a master's degree in a biological, chemical, physical, or environmental science, or a closely related scientific discipline may be substituted for one year of the required general experience; possession of a doctorate in the above named disciplines may be substituted for two years of the general experience.

Additional Desirable Qualifications: In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications." Experience in management, research, planning, or consultation in environmental programs, and demonstrated environmental management skills will be given preference.

**Make Sure you Also
Meet These
Conditions:**

All applicants must meet the education and/or experience requirements for this examination as of **May 24, 2010** to take this examination.

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

Examination Information

**Type of
Examination:**

Qualifications Assessment – Weighted 100.00%

This examination consists of a qualifications assessment and is the sole component of the examination. To obtain a position on the eligible list, you must attain a minimum rating of **70.00%**. **COMPETITORS WHO DO NOT COMPLETE THE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.**

**Scope of
Examination:
(STUDY THIS to
prepare for the
examination)**

A. Knowledge of:

1. Principles of ecology, and land, water, fish, wildlife, basic principles of hydrology, hydrodynamics, and natural resources investigation and scientific research.
2. Statistical methods, use of statistical and analytical software and related tools and expertise in basic statistical analyses.
3. Land-use practices with reference to their general effect on human health, natural resources, and the environment.
4. Effects of industrial, urban, and commercial waste materials on fish and wildlife and their interaction with elements of the environment.
5. State and Federal environmental laws, rules, regulations, and requirements, including the Fish & Game Code, Natural Resources Code, Water Code, Clean Water Act, California Environmental Quality Act and policies adopted by the Fish and Game Commission, as they relate to natural resource and wildlife conservation.
6. The legislative process as it relates to the Department's budget and legislative actions resulting in new laws effecting the Department's mission and objectives.
7. The environmental programs and policies of the State and the Department's authorities and responsibilities provided in the State Constitution and Fish and Game Code.
8. Principles and techniques of personnel management and supervision including the role that employee unions and bargaining units have on employee rights and Department responsibilities.
9. Budgeting, fiscal program development, and other administrative functions related to program management.
10. A manager's/supervisor's role in the Equal Employment Opportunity Program (e.g., Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, discrimination complaint process) and the processes available to meet and equal employment opportunity objectives.
11. Principles and techniques of creating highly effective teams.
12. The tools and techniques of collaborative and interest-based problem solving.
13. Project management principles and methods.

B. Ability to:

1. Oversee the collection of relevant environmental data and information.
2. Analyze and evaluate data and reach sound conclusions.
3. Oversee preparation of, review, interpret, edit, and approve scientific and environmental reports.
4. Establish and maintain cooperative relations and effective communication with local government representatives, stakeholders, non-governmental organizations, and the media.
5. Apply laws, rules, regulations, policies, and requirements of State and Federal environmental protection and resource management programs.
6. Analyze and develop innovative solutions, alternatives, and actions for resolution of extremely complex and difficult environmental management problems.
7. Plan, organize, and direct the work of others and provide leadership in accomplishing objectives in assigned programs, assisting staff in accomplishing specific programs

Scope of Examination:
(STUDY THIS to prepare for the examination)
CONTINUED

B. Ability to (continued):

8. goals, and fostering a team culture.
9. Inspire confidence and effective working relationships with employees, managers, and leaders in government.
10. Implement collaborative and interest-based tools in resolving complex regulatory and environmental issues and problems in a team setting.
11. Communicate the rationale and purpose behind decisions that are made.
12. Provide the broad oversight, policy-level interface and responsiveness to urgent management needs.
13. Have a broad understanding of biological, political, and legal issues and policies associated with the programs it oversees.
14. Effectively contribute to the employer's equal employment opportunity (e.g., Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, discrimination complaint process) objectives.

Veterans Preference:

Veterans preference credit will not be granted.

Career Credits

Career credits will be granted in this examination.

Length of List Eligibility:

The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Questions?

If you have any questions concerning the Environmental Program Manager I (Supervisory) examination or the testing process, please contact Kelli Johnson, Exam Analyst with the Department of Fish and Game, Human Resources Branch, at (916) 651-1138. You may also visit our website at www.dfg.ca.gov.

Additional General Information

IMPORTANT: What to do if you haven't received any notifications:

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

Career Credits

In open, nonpromotional examinations, Career Credits are granted to: (1) State employees with permanent civil service status, (2) employees of the Legislative Analyst and Office of the Auditor General who have had five consecutive years in an exempt position, and (3) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position. Three points are added to the final test score of those candidates who meet the above criteria, and who pass the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for Career Credits, but they must explain their civil service status in the appropriate section on their application Form 678. (Section 4 of Article VII of the California Constitution is posted at 801 Capitol Mall.)

How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Additional List Information:

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

Miscellaneous Information:

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.